

## Job Opening

***Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.***

**Our Values: Success – Collaboration – People – Positivity**

<b>Position:</b>	<b>Work Readiness Coordinator</b>
<b>Location:</b>	<b>Alcott Corporate Office – Kalamazoo, MI</b>
<b>Wage:</b>	<b>Negotiable; based on experience + Benefits (Medical, Dental, Vision, Life Insurance, PTO, and 403(b))</b>
<b>Classification:</b>	<b>Full-time Staff</b> <b>12/22/2015</b>
<b>Number of Openings:</b>	<b>1</b>
<b>Hours:</b>	<b>Monday - Thursday 8:45 am – 7:45 pm</b>
<b>Submit Applications To:</b>	<b><a href="http://www.goodwillswmi.org/2015/12/22/work-readiness-coordinator/">http://www.goodwillswmi.org/2015/12/22/work-readiness-coordinator/</a></b>

### **Job Duties:**

- Develop positive working relationships with all participants, including job coaching and support that enables them to improve work habits and behaviors related to work e.g. hygiene, attendance, quality etc.
- Maintain up-to-date understanding and mastery of all jobs a participant may be assigned to
- Understand and enforce all agency, department and safety rules, policies and procedures; coach participants to perform within guidelines
- Create and implement interventions specifically targeted to each participant in order to increase performance and enhance work behavior
- Maintain accurate and timely records of participant performance in Agency data base (ETO)
- Meet and communicate positively with Mission Services team members whose participants are coached by the Work Readiness Coordinator

### **Qualifications:**

**Effective written and oral communication skills**

**Proficiency in computer usage, especially Microsoft Office suite**

**Ability to work as a team player**

**Knowledge of established hiring practices and procedures**

**Knowledge of job skills and abilities required in a variety of employment situation**

**Job coaching experience**

**Experience working with people with disabilities or barriers to employment**

**Must be able to lift 35 pounds repeatedly, grasping, reaching, bending, twisting; extended periods of time standing; pushing, pulling**

**Employee will work in four Kalamazoo area locations during the 40 hour work week.**

**Must pass a pre-employment drug screen**

**Must pass a criminal background check allowing applicant to work with target population**

**Must be willing to participate in one professional job development activity every calendar**

**Must be insurable on Agency's commercial auto insurance policy**

**Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.**



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